



# Beth Lewis

## Business Support Officer

### About Me

Hello my name is Beth and I work as a Business Support Officer. I am organised and tidy in the way that I work, and love having my calendar and inbox colour coded to help keep me on schedule.

In my free time I enjoy taking my dog on walks in the beautiful countryside, and stopping at nice café's for a sweet treat!

### What Is Important To Me

- ◇ Providing effective and efficient support to the whole team as well as families across Suffolk
- ◇ Taking steps towards positive change. Even the tiniest of steps add up to make a big difference
- ◇ Having lots of fun and making memories with my dog, family and friends
- ◇ Getting the best out of life

### People Say That I Am

- \* A very smiley person
- \* Caring, thoughtful and understanding
- \* That I am very organised



### How To Help Me

- Giving me instructions with plenty of detail and setting clear expectations so I can carry out tasks confidently and efficiently
- Being in an open and honest environment with a supportive team around me
- I like to plan ahead and to have tasks set in my calendar so I know where I'm up to